

# Redeemer

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## PARISH DAY SCHOOL

Redeemer Parish Day School, established in 1951, is an Episcopal school of approximately 150 students with programs for 2s, 3s, pre-k, kindergarten, pre-first, first, second, and third graders. Redeemer offers a full early childhood education.

Redeemer Parish Day School has a longstanding tradition of promoting strong social, emotional, and cognitive growth in young children, emphasizing individuality within the context of a supportive and vital community. Our mission is to foster students' natural curiosity in a nurturing environment, building the foundation for lifelong learning.

As the only two-year-old to third-grade program in the Baltimore area, we foster the whole child in a community committed to diversity of every kind - learning styles, race, ethnicity, socio-economic class, and the ways to be a family. Research-based early childhood programs like Redeemer's engender learning both inside and outside the classroom - balancing rigor and play, noisiness with reflection, embracing challenges and differences as the best ways to grow.

### **Our Mission**

To discover the unique worth and beauty of individuals in a vibrant environment that fosters strong connections.

To educate children through an experiential, process-based program that nurtures curious, confident learners who are joyful and kind.

To build an inclusive and equitable community, strengthening the School, Church, and Baltimore.

### **Capital Campaign Manager**

Redeemer Parish Day School seeks a Campaign Manager to join our team. The development professional will implement and manage all aspects of a planned \$11 million Capital Campaign through 2026, including all solicitation phases of the campaign, event planning, cultivation, and campaign publications/communications. A successful campaign will enable us to add three elementary classrooms, an art/science room, a multipurpose room, provide for faculty support and on-going maintenance of the new building. The Campaign Manager is responsible for managing prospect lists, developing and executing solicitation strategies, preparing grant applications, donor interface, reporting to the RPDS Board and Vestry of the Church of the Redeemer, and coordinating volunteers for this campaign.

### **Primary Duties and Responsibilities:**

- Work with the Capital Campaign Co-Chairs, Head of School, and Rector to finalize campaign strategy and plans
- Provide leadership to assure that campaign activity and plans are met
- Plan and staff Co-Chair committee meetings

- Manage donor visits and solicitations alone and with Co-Chair committee, Board and Vestry members
  - Develop compelling case statement, fundraising materials, and presentations, as appropriate for campaign
  - Identify prospects on the individual, corporation, and foundation levels
  - Manage the grants process
  - Identify and cultivate additional campaign volunteers
  - Create and edit campaign communications, acknowledgments, follow-up letters, and newsletters
  - Devise and manage logistics for events and publicity, as appropriate with the campaign staff
- Reports to RPDS Head of School; prepares reports as needed to the Board and Vestry

**Qualifications:**

Bachelor's degree and 3-5 years of development experience, preferably with an educational institution and a capital campaign, including management and oversight, cultivation, solicitation, grant writing, communications, and events

- Excellent writing and communication skills
- Ability to meet deadlines
- Proven track record of success
- Motivated, well organized, and a creative problem solver
- Development or contact database experience is preferred
- Experience with alumni relations a plus

Candidates should have an appreciation and understanding of RPDS mission, as well as the mission of the Church of the Redeemer.

**Work Schedule:**

30-40 hours per week. Position will include local travel and some evenings and events. This is a contract position. Pay rate will depend upon time commitment, experience, and qualifications.

**To apply:**

Interested candidates should submit a resume and references to Head of School, Mary Knott [mknott@redeemberbaltimore.org](mailto:mknott@redeemberbaltimore.org) by October 3, 2024

We are an equal opportunity Employer.